OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS & SERVICE TAX
CENTRAL REVENUE BUILDING: I.S.PRESS ROAD: COCHIN-682 018

E-mail: cexcochi@excise.nic.in FAX-0484-2390608 Phone : 0484-2390404

C.No. II/12/2/2013 Estt. Date: /2/2014

Sub: Departmental Examination for confirmation of Direct Recruit Tax Assistants for the year 2014-15 - Reg.

The schedule of the Departmental Examination for confirmation of Direct Recruit Tax Assistants for the year 2014-2015 is to be conducted on **19th , 20th & 21st March, 2014 at the Central Excise Headquarters office, C R Building, I S Press road, Cochin** is notified below:-

Paper	Subject	Maximum Marks	Pass Marks	Date	Time (hours)
Paper I	Customs Law (With Books)	100	50	19.3.2014 (Wednesday)	10.00 to 13.00
Paper II (A)	Procedure and Local orders of the Customs House (Only for Tax Assistants in Customs Department)	100	50	19.3.2014 (Wednesday)	14.00 to 17.00
Paper II (B)	Central Excise, Service Tax Valuation Etc. (Only for Tax Assistant in Central Excise Department)	100	50	19.3.2014 (Wednesday)	14.00 to 17.00
Paper III	Computer application and proficiency in use of internet	100	50	20.3.2014 (Thursday)	10.00 to 13.00
Paper IV	Economic and Commercial Geography and General Knowledge	100	50	20.3.2014 (Thursday)	14.00 to 17.00
Paper V	Administration (With books except the Central Civil Services (Conduct) Rules, 1964)	100	50	21.3.2014 (Friday)	10.00 to 13.00
Paper VI	Hindi (Written – 80 marks), Proficiency in Hindi conversation and reading – 20 marks.	100	50	21.3.2014 (Friday)	14.00 to 17.00

(i) The syllabus for the examination is enclosed as Appendix F.

(ii) Those candidates who have passed their matriculation or an equivalent or higher examination with Hindi as one of the subject are exempted from taking examination in Hindi, ie Paper VI. However, exemption would be allowed only on submission of the relevant certificates as proof in Xerox copy along with the application.

(iii) Any officer requiring the Hindi version of the question paper may specifically request/mention in the application.

The written willingness may be forwarded to this Office latest by **24 February, 2014**

5/2/14

(P.R.NAIR)
JOINT COMMISSIONER (P&V)

Encl: A/A

Copy submitted to:

The Chief Commissioner, Kerala Zone.
The Commissioner, Calicut/Trivandrum/Customs Preventive Commissionerate (For taking similar action)

Copy to :

The Dy. Commissioner/Asst. Commissioner
Ernakulam I/II/Service Tax/Kottayam & Muvattupuzha Division.
All Sections - Hqrs/Supdt (PRO)/Chief Commissioner's Office.
The Notice Board.

Computer Cell to upload.

APPENDIX – F

[See rule 2 (1) (f)]

Syllabus for Departmental Examination for Direct Recruit Tax Assistant (Central Excise and Customs)

(Maximum marks for each paper will be 100)

PAPER I - CUSTOMS LAW

(With books Time allowed: 3 hours)

1. The Customs Act, 1962 (52 of 1962).
2. The Customs Manual (Latest Edition).
3. The Customs Tariff Act, 1975 (51 of 1975).

PAPER II (A) - PROCEDURE AND LOCAL ORDERS OF THE CUSTOMS HOUSE

(Only for Tax Assistants in Customs Department)

(Time Allowed: 3 hours)

Office Manuals relating to-

1. Import
2. Export
3. Bond
4. Drawback
5. Cash and Accounts
6. Internal Audit
7. Manifest Clearance
8. Correspondence and Records
9. Refunds
10. Local supplement to the Indian Customs Manual
11. Rules and orders in force in the Custom House which are included in the Standing and the Departmental Orders and all instructions relating to the particular Custom House which are contained in the Manual of the Custom House.

PAPER II (B) – CENTRAL EXCISE, SERVICE TAX, VALUATION ETC.

(Only for Tax Assistants in Central Excise Department)

(Time Allowed: 3 hours)

1. The Central Excises Act, 1944 (1 of 1944).
2. CENVAT Credit Rules, 2004.
3. The Central Excise Tariff Act, 1985 (5 of 1986).
4. The Central Excise Rules, 2002.
5. Provisions relating to Service Tax in the Finance Act, 1994.
6. The Central Excise Valuation (Determination of price Excisable goods) Rules, 2000.

PAPER III-COMPUTER APPLICATION AND PROFICIENCY IN USE OF INTERNET

1. Overview of Hardware
2. Windows
   - (a) Logging onto Windows
   - (b) Shutting down and use of CTRL-ALT-DEL
   - (c) Windows Explorer
   - (d) Use of FIND or SEARCH
   - (e) Using floppy disc and CD ROM

3. MS Office (MS Word and MS Excel)

A. MS Word-

- (i) Creating a new document
- (ii) Basic formatting including Bullets and numbering and Header and Footer
- (iii) Find and Replace
- (iv) Auto correct and spell check
- (v) Saving documents
- (vi) Sending documents through floppy
- (vii) Printing the documents including print preview and layout
- (viii) Table handling
- (ix) Mail Merge

B. MS Excel including:

- (i) Introduction to Excel
- (ii) Creating a simple worksheet

(iii) Basic formatting
(iv) Simple functions and calculations
(v) Saving/printing of documents
(vi) Print Preview

C. MS Power Point-

(i) Introduction to power point
(ii) The power point screen
(iii) The auto Content Wizard
(iv) The slide Views-an overview
(v) Using the slide views
(vi) Customizing slide structure
(vii) Adding text to slides
(viii) Adding text to slides.
(ix) Moving through presentations
(x) Inserting the deleting slides
(xi) Inserting pictures
(xii) Printing
(xiii) Running a presentation
(xiv) Introduction to Internet
(xv) Surfing and searching
(xvi) E-mail

PAPER IV-ECONOMIC AND COMMERCIAL GEOGRAPHY AND GENERAL KNOWLEDGE

(Without books. Time allowed: 3 hours)

This paper will include:-

(a) Simple questions on commercial geography
(b) A short essay or a draft on a set subject
(c) Making a précis or a passage not exceeding 400 words.

PAPER V-ADMINISTRATION

(Time allowed: 3 hours)

(With books except Item No.7)

1. Civil Service Regulations, so far as they relate to Pensions only.
2. Fundamental Rules and Supplementary Rules-(Posts and Telegraphs Compilation)
   (a) Section III(Fundamental Rules)-excluding Special Leave Rules
   (b) Section IV (Supplementary Rules) –Paras I to V
   (c) Appendices-3, 3-A, 7-A, 8, 13, 15, 18 and 18-A.
3. The Central Civil Services (Classification, Control and Appeal) Rules, 1965.
4. The General Provident Fund (Central Services) Rules, 1972.
5. The General Financial Rules (Volume I, Chapters I to 7, 10 and 13; Volume II-Appendices 7, 8 and 17).
6. The Central Treasury Rules (Volume I, part I, Section II; Part V, Chapters II to V, IX and Part X. Volume II-Appendices 4).
7. The Central Civil Services (Conduct) Rules, 1964.

Note.- The questions will be designed to test the candidates' ability to refer intelligently to the books and to apply the rules and regulations to practical cases. For this purpose, the paper will contain questions on the practical aspect of the work, for example, preparation of pay or travelling allowance bills, contingent bills, calculation of leave due, joining time etc.

PAPER VI-HINDI

(Time allowed: 2 hours)

The examination in Hindi will comprise the following:-

(i) Translation of a passage from English to Hindi and from Hindi to English;
(ii) Correction of sentences and giving Hindi words equivalents for English words;
(iii) Answer from the Hindi passage;
(iv) Conversation;
(v) Reading of petitions and documents written in manuscripts in Hindi;
(vi) Classification of Official Language Act, 1963 (19 of 1963); and
(vii) Knowledge of Hindi rules and regulations.

Note - The candidates are advised to study the following books

	Books	Publishers
1.	Rashtraya Bhasha, Parts Ito IV	Indian Press Ltd., Allahabad
2.	Hindi Rachana, Parts I to III	Dakshin Bharat Hindustani Prachar Sabha, Madras.
3.	Hindi in thirty days	Pt. Dulary Lal Bhargava, Ganga Fine Arts Press, Lucknow.